

15 December 1958

25X1A

MEMORANDUM FOR: _____

SUBJECT: Statement of Requirements

25X1C

1. The office should have a modest, but adequate reception area or waiting room for visitors and guests who would be screened from the general hallway or the _____ public waiting rooms.
2. The secretary-stenographer will function as a receptionist and should therefore be placed near the reception area. One administrative assistant should be placed in the same area, which should be adequate for placing seven (7) three-way combination safes, at least one storage cabinet and one table.
3. Provision should be made for a second administrative assistance who will be responsible for the operation of a bulky apparatus. This person should have adjacent a code room which will contain a table, chair, and a three-way combination safe.
4. The office will require a dark-room having running water and related sink installations, shelves or cabinets for storage of photographic supplies, working tables for two standard-size duplicating machines, an enlarger set-up, and a second fixed set-up for photographing.
5. Inasmuch as the office has need to store, and from time to time receives moderately bulky items for storage, spare parts, paper supplies, and items that can be described as instruments, there should be provided one area specifically dedicated to storage.
- 25X1C 6. The _____ should for his use, an office separate from that of the secretary-stenographer and administrative assistant, to contain a desk, at least two chairs, a three-way combination safe, and a small table or bookcase; suitable for receiving visitors and for conducting private interviews.
- 25X1C 7. The _____ should be provided with an office, separate from the foregoing areas, in which he may receive two or three visitors at a given time, in which private interviews can be conducted. This office should have ready access to the foregoing described areas. It would contain at least one three-way combination safe, a desk, a bookcase and a table, an office sofa or long office bench, and several chairs.
8. Provision for a protected location for a stand-by power generator should be made.

- 2 -

9. It is recommended that the area described in number three above, and any portions of the two offices described in six and seven above, whose walls would give access to another section [REDACTED] be soundproofed.

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